

INFORMATION PAPER

SUBJECT: Installation Fund Raising Activities

1. Purpose. To provide information to the community on the policies and procedures in obtaining permission to conduct fund raising activities on 25<sup>th</sup> ID & USARHAW installations on Oahu.

2. Facts.

a. All fundraising activities on the 25<sup>th</sup> ID & USARHAW installations require prior written approval of the Oahu Base Support Battalion's (OBSB) respective Community Director's offices. The Base Support Battalion Commander establishes the authority and determines where, when, and how fund-raising events occur on the installation. Unit Commanders and Family Readiness Group leaders are ultimately responsible for conducting fund-raising events that abide by the established policies and regulations.

b. Submit fund-raising requests in a memorandum format at least 10 working days before the date of the proposed fund-raiser to the Oahu Base Support Battalion's Oahu North Community Director's office at Bldg 690, Room 3C or the Oahu South Director's Office, Bldg S-330, 2<sup>nd</sup> Floor. Memorandum will state the purpose of the fund-raiser, the date, time, and specific location and it must have the signatures of the Cdr, 1SG or Bn SGM.

c. Fundraisers for Private Organizations require a license from the Director of Public Works (DPW) and requests must be submitted to the OBSB at least 90 days in advance. All private organizations must be registered with OBSB's Commercial Solicitation Office.

d. Door-to-Door solicitation is prohibited.

e. If the sale of cooked food is involved the memorandum must have a copy of the Preventative Medicine Food Preparation Course completion card attached or an approval stamp from Preventative Medicine.

f. Fund-raisers are limited to the location and time specifically approved in writing. The approved original memorandum must be on-hand on the day of the fundraising event.

3. Family Readiness Groups should utilize the following references to assist them in understanding all policies, rules, and regulations when fund raising on Army installations:

(1) Commanding General's Policy Memorandum, SJA-3 (formerly 5), A Guideline for Informal Funds, Unit MWR Funds, and Private Organizations (7 March 2003).

(2) 25<sup>th</sup> ID & USARHAW Pam 210-5, Post Information Handbook (21 August 2002).

(3) AR 210-22, Private Organizations on Department of the Army Installations and Official Participation in Private Organizations (22 October 2001).

(4) Joint Ethics Regulation (JER) (DoD 5500.7R).

(5) AR 600-29, Fund-Raising Within the Department of the Army (1 June 2001).

(6) AR 600-20, Army Command Policy (13 May 2002).